



How to Avoid PowerPoint Presentation Problems

- Use standard TrueType fonts** like Calibri, Arial, Tahoma, Georgia, Verdana, Times New Roman, or Courier New. If you use other fonts they may not embed properly or the destination system may substitute a non-suitable font.
 - On a PC, make sure to embed fonts** in the file. Save the file using “Save As” and go into the tool “Save Options.” You will see a choice to “Embed Fonts.” If given the option it is best to embed all characters, not just those used in the file. You can also go into the Options menu and change this setting. *[Note: you cannot embed fonts in PowerPoint on a Mac]*
 - Avoid placing your text too close to the edge** of the text box or a graphic element. Fonts may be rendered differently on other systems and this avoids any overlap or hidden text.
- When creating a PowerPoint file, first make a folder and place all files you will need (images, video, etc.) in this folder.** If you are using images from the web, use the “save image as” option to save it as a file in the folder.
 - Do not drag and drop (or copy and paste) graphics** into the PowerPoint file. Instead, use the insert menu to place graphics that have been saved onto your computer into your presentation. Doing this will ensure that the program embeds the files as opposed to linking to them. For example, if you make a graph in Excel, save that as an image file before placing in PowerPoint.
 - If you are using the equation editor or any complex symbols,** it is similarly recommended that you capture and save these elements as graphics and insert the graphics files.
- Use the widescreen 16:9 slide format.** You can use the standard (4:3) but since it will be projected on a wide screen, it may appear reduced in size.
- Limit the number of animations** you have in the file and keep them simple. Animations available on one platform may not be available on another.
- Avoid editing your file on multiple computers.** This is especially true if switching back and forth between a Mac and a PC.
- Save your file in XML format (.pptx).** If using PowerPoint for Mac, force a file extension by naming your file *filename.pptx*. If using Keynote on a Mac export it to PowerPoint (File>Export>PowerPoint).
- Test your file on a PC.** Try running it without the ancillary (audio/video) files to ensure that they have been embedded into the PowerPoint file. If using a Mac, we highly recommend that you test it on a PC with current software to ensure functionality.
- Submit your file for proofing** (see below).
- Still worried about how your presentation will look?** Consider creating a pdf file from PowerPoint and use that in full screen mode. For static files (no animations or video) this works well and removes any issues with graphics or fonts.

Sending Your Presentation File for Proofing

- Send an email to registration@nasbr.org requesting that your file be proofed.
- Submit your proof no later than two weeks before the meeting.
- Unless your file is small (less than 2 MB) do not attach it to the email. Instead, use online storage like Dropbox, iCloud, OneDrive, etc. and send a link to the file.
- Make a note of any specific slides that you may be concerned about what we should look for.